

# Official Request for Records



Regional Animal Services of King County  
Records and Licensing Services Division  
Department of Executive Services  
206-296-PETS (7367)  
pets@kingcounty.gov

➔ To request records, please complete sections 1 and 2 and fax or mail this form to the following address:

King County Records and Licensing Services  
500 Fourth Ave., Room 411  
Seattle, WA 98104  
Fax: **206-296-4029**

Completed forms also may be scanned and emailed to **pets@kingcounty.gov**. We will respond to your request within five (5) business days following the date of receipt, not including holidays, with an estimate of when we anticipate being able to provide the requested records. Information contained on this form is a public record subject to disclosure pursuant to RCW 42.56.

## 1. Requestor information (please print):

Requestor's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Alt. Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_ ☐ You may send records to me by email.

**Please select ONE of the following:**

☐ I would like to inspect the records prior to copying. ☐ Please send me copies of the records.

**NOTE:** Pursuant to RCW 42.56.070(8) & RCW 42.56.120, a charge of \$0.15 per page for copies, \$1.00 for CDs, and actual postage cost may apply and is due prior to provision of copies.

## 2. Requested Records: Please identify the records or documents you are requesting, including case numbers, names, addresses, or any other information to help us locate the records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➔ **NOTE: RCW 42.56.070 prohibits release of lists of individuals for commercial purposes.**

I certify that lists of individuals obtained through this request for public records will not be used for commercial purposes.

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only	
Person Receiving Request: _____	Date: _____
Notes: _____ _____	
(Date Stamp)	